

I. PHILOSOPHY/GOALS:

This course provides participants with the necessary skills to assist in the processing of documentation for incorporation, organization and maintenance of a corporation pursuant to the laws and regulations of the Province or Ontario and Canada

II. STUDENT PERFORMANCE OBJECTIVES:

Upon successful completion of this course the student will:

Be familiar with the many statutes and regulations governing the formation and operations of corporations

III. TOPICS TO BE COVERED:

- January 12 The Choice of Partnership, Sole
Proprietorship or Incorporation
Chapter 1, 2
- January 19Continued
- January 26 Partnership Agreements and Registration
Forms P. 275-286
- February 02 Corporations—Directors/Officers and their
Duties
Chapter 3
- February 09 The Process of Incorporation
Chapter 5
Forms p. 287-302
- February 16 Organizing the Corporation
Chapter 6
Forms P. 303-390
- February 23 The Report Chapter 7
- March 02 Mid-Term Exam
- March 09 Shareholder's Agreements
- March 16 Amendments/Amalgamations/Special Resolutions
Chapters 9, 10
Forms P. 391-402
- March 23 Annual Meetings Chapter 11
Forms P. 403-413

March 30 Purchase/Sale of Business Chapter 13
Forms P. 429-448

April 06Continued

April 13 Final Exam

April 20 Course and Exam Review

V. EVALUATION METHODS:

The following grades will be assigned to students in Continuing Education Post-Secondary CREDIT Courses:

- A+ 90 - 100% consistently outstanding
- A 80 - 89% Outstanding achievement
- B 70 - 79% Consistently above average achievement
- C 60 - 69% Satisfactory or acceptable achievement
in all areas subject to assessment

R Repeat – The student has not achieved the objectives of the course and the course must be repeated

VI. REQUIRED STUDENT RESOURCES

Text: Available in Campus Bookstore